

HRT Memorandum of Understanding and Confidentiality Agreement

The High-Risk Team (HRT) memorandum of understanding (MOU) and confidentiality agreement establish mutually agreed upon requirements regarding the HRT protocols, team member roles/responsibilities, and what case-specific information can be disclosed as each partnering agency may have different privacy or confidentiality constraints. Each HRT member should work with their respective agency legal advisors concerning the content of such agreements.

Key questions and items to consider when developing an MOU and Confidentiality Agreement:

Explain/Describe the process of referring cases to the HRT.

- How often will the HRT be meeting?
- Who will manage information received by the HRT?
- How many cases can the HRT realistically review in this timeframe?
- Are any cases automatically included for HRT review?
 - Is there a certain threshold/score that would qualify for automatic review?
 - Is officer override allowed with the lethality assessment? If so, would this qualify for automatic review?
- Beyond automatic inclusion, what other criteria should be considered when determining if a case will be reviewed?
- Who determines which referred cases will be reviewed by the HRT?
 - Is it the HRT Coordinator?
 - The entire HRT?

Be certain concerning what type of information and records the team can discuss. This may include medical records or social service records depending on HRT member agencies.

Common information shared during an HRT meeting includes:

- Lethality assessment and LEO Kansas Standard Offense Report; (as allowed by Kansas statute)
- Criminal history and records as allowed by statute;
- Upcoming court dates;
- Protective orders and violations;
- Probation terms and violations;
- Release dates; and
- Parole terms and violations

If an agency uses another danger assessment tool as part of its intake, it would need to obtain a victim release to share information with the HRT.

Any records kept by the HRT should be minimal.

Purpose

The goal of this high-risk team (HRT) is to enhance the criminal justice response to high-risk offenders and to increase support and safety for victims of intimate partner violence. This HRT shall be known as [HIGH-RISK TEAM NAME].

General Operations

The [HIGH-RISK TEAM NAME] is comprised of multi-disciplinary system professionals partnering to respond to high-risk IPV cases with offenders who pose the highest threat to victims and the community.

The HRT manages the cases recognized as high-risk by the law enforcement officers (LEO) utilizing a lethality assessment (insert name of lethality assessment).

Utilizing a community-specific referral and selection process, the [HIGH-RISK TEAM NAME] decides which cases to review.

The [HIGH-RISK TEAM NAME] members share information to develop customized intervention plans to address victim safety and offender accountability across the criminal justice system.

Each member of the [HIGH-RISK TEAM NAME] agrees to:

- Attend scheduled meetings and notify the coordinator if attendance is not possible.
- Adequately prepare for meetings, bring relevant information from their discipline, report pertinent information, and actively engage in all meetings.
- Act as a point of contact between agency and [HIGH-RISK TEAM NAME] to enhance domestic violence response.
- Respectfully communicate with team members during, and outside of, meetings to enhance collaboration among the multidisciplinary agencies involved in domestic violence response.
- Collaboratively assist the team in working towards improving victim safety, offender accountability, and coordination of related systems.
- Complete all assigned duties and follow-up activities within appropriate timeframe.
- Notify the coordinator if individual participation in the [HIGH-RISK TEAM NAME] is no longer possible.
- Establish and maintain agency representation on the [HIGH-RISK TEAM NAME].

Partner Agencies

This Memorandum of Understanding is entered into by and between the following parties:

Agency Name	Type of Agency
	Domestic Violence Agency
	Law Enforcement
	Prosecution
	Probation
	State Parole
	Corrections

Confidentiality

The safety of victims during the HRT referral and review process is of utmost concern. Victim confidentiality should be maintained throughout. [HIGH-RISK TEAM NAME] members and participating agencies must uphold their responsibilities and abide by necessary confidentiality requirements, as outlined below.

As a representative on the [HIGH-RISK TEAM NAME], I [HRT MEMBER NAME] commit to prepare for in advance, attend, and constructively contribute to the efforts of the HRT.

I understand that the HRT will discuss existing records, including reports, investigative materials, and information.

I acknowledge each participating agency partner is beholden to confidentiality requirements of their own organization or overriding authority and I agree to the following additional confidentiality requirements in accordance with my participation in the [HIGH-RISK TEAM NAME].

I acknowledge that the efficacy of the [HIGH-RISK TEAM NAME] relies on the merit of trust and honoring the custody of information brought to the HRT.

I agree not to use any material or information obtained through participation in the HRT for any reason outside its intended use.

All records, reports, investigative material, and information received through participation in the HRT is to remain secure and confidential.

Cases reviewed and discussed by the HRT are not to be shared with the media.

I understand and acknowledge that any unauthorized disclosure of records, reports, investigative materials, and information obtained through participation in the HRT may result in civil and criminal liability and immediate removal from the HRT.

Within the HRT capacity, all members will remain obligated to the confidentiality requirements of their own agency or overriding authority.

Records or information obtained through participation in the HRT will not be used for any reason outside of its intended use.

Memorandum of Understanding Signatures of Commitment and Confidentiality

This agreement is not a legally binding document and should not be understood to affect the legal responsibilities of any party. The agreement serves to establish the intended working relationship and responsibilities of all parties in agreement.

[DOMESTIC VIOLENCE AGENCY]

HRT Member Agency Name

HRT Member Signature

HRT Member Name

Date

[LAW ENFORCEMENT]

HRT Member Agency Name

HRT Member Signature

HRT Member Name

Date

[PROSECUTION]

HRT Member Agency Name

HRT Member Signature

HRT Member Name

Date

[PROBATION]

HRT Member Agency Name

HRT Member Signature

HRT Member Name

Date

[STATE PAROLE]

HRT Member Agency Name

HRT Member Signature

HRT Member Name

Date

[CORRECTIONS]

HRT Member Agency Name

HRT Member Signature

HRT Member Name

Date